

10 May 1956

MEMORANDUM FOR: Chief, FE Support
Chief, [REDACTED]

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SUBJECT: Additional steps to be taken and recommendations pertinent to the centralization of personnel activities within FE Division.

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1. This is in response to our recent discussion concerning plans for expanding centralization of personnel activities within the FE Division. In view of the acceptance of the Pilot Installation in [REDACTED] it is recommended that [REDACTED] be authorized to proceed with the necessary steps to accomplish complete centralization as outlined in paragraph seven of our progress report dated 10 May 1956. 25X1A8a

2. You will recall this study was initiated to review the FE Division personnel records and reporting systems in view of establishing more efficient methods and procedures. While it is recognized the effectiveness of the Civilian Personnel Unit has improved greatly it is believed the new Divisional services now performed and proposed are of such volume they cannot be handled effectively with the present personnel. It is acknowledged that an unfortunate estimation was initially made relative to personnel requirements; at the same time it must also be recognized that the procedures developed have far exceeded the original scope of this study. I would like to reiterate that the personnel strength for this element be increased from 4 to 5.

3. It is recommended that use of Form OF-4b, Employee Record Card, be discontinued immediately after completion of the Supplemental and Master Card Decks. That such cards be referred to for historical purposes and reviewed for disposition after one year.

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4. Discontinue utilization and maintenance of the OF-4b card in the Branches when [REDACTED] assumes preparation of SF 52's and Form 59-44, Personnel Data Sheet. That such cards be turned over to the Division Records Management Officer for disposition.

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5. That further attempts be made to segregate the Division Personnel folder for eventual centralization of pertinent personnel records to [REDACTED]

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6. Notification be made to [redacted] when a new pseudonym is assigned. That the "inactive master pseudo index" be transferred to ESEC for incorporation with the Division Master Deck.

7. Recommend approval to print two IBM card forms (Status and Master Card Decks) to facilitate internal operations within FE/PT.

8. The training program in progress be continued until alternates have been sufficiently trained on all machines.

9. That our recommendations outlined in the division memorandum to SSA, dated 21 November 1955, subject, Agent Duty Status Reports, be placed into effect.

10. The Management Staff is renewing its efforts to speed the delivery of the Tape-to-Card Punch (047) and the Flexowriter.

11. It is strongly recommended that all members, associated with this program, take every opportunity to discuss with the Staff's and Branches the facilities that are available in [redacted]. It is 25X1A8a believed that our months of planning will pay off to a greater degree only if we promote the reporting features of the application and the services that can be provided through centralization of personnel activities. This can best be accomplished by active participation by members of your respective staffs and should continue until the Branches utilize the products of this centralized personnel operation.

12. The application of machine techniques to records pertinent to training was studied and a card format developed. This card was to record the following information; personnel number, name, grade, service designation, office, date of language aptitude test, LAT results, PETB, training courses, gear courses completed and type of card. It is recommended that further development of this application be delayed until the program as it now exists has been fully developed.

13. Further reference is made to our discussion relative to future studies within FE Division (Procedure for control of in and out casuals — processing dispatches and cables within PT). Since this is beyond the scope of the original assignment, it would be appreciated if these proposed surveys were discussed with [redacted] in order for the Management Staff to better schedule their future assignments.

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[redacted]
Management Staff

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